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UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
SOUTHERN DIVISION

JAN 1 1939

INSTRUCTIONS RELATING TO THE ELECTION OF COMMITTEEMEN, DELEGATES, AND OFFICERS, AND THE ORGANIZATION OF 1939 COUNTY AGRICULTURAL CONSERVATION ASSOCIATIONS

I. GENERAL

1. Purpose.—The purpose of the 1939 County Agricultural Conservation Association, hereinafter referred to as the "1939 Association," as organized under the Articles of Association, Form ACP-71, and these instructions shall be to cooperate with the Secretary of Agriculture, the Agricultural Adjustment Administration, and other agencies of the Department of Agriculture in carrying out the provisions of sections 7 to 17, inclusive, of the Soil Conservation and Domestic Allotment Act, the Agricultural Adjustment Act of 1938, the Federal Crop Insurance Act, the Sugar Act of 1937, and any amendments to such acts, and such other acts of Congress as the Secretary of Agriculture may designate. The association shall not engage in any other activity.

2. Time of elections.—Elections of community committeemen of the 1939 Association and of delegates to the county convention for the election of county committeemen of the 1939 Association are to be held in December 1938.

3. Tenure of committeemen and officers.—The present committeemen, officers, and board of directors of the 1938 County Agricultural Conservation Association, hereinafter referred to as the "1938 association," will continue through December 31, 1938, to perform all duties required of such committeemen, officers, and board of directors in connection with carrying out the provisions of all programs being administered under the acts cited above. Committeemen, delegates, and officers elected to serve in connection with the 1939 Association shall take office and assume their duties effective as of January 1, 1939, and shall serve until December 31, 1939, or until their respective successors have been elected and have qualified; except that the delegates to the county convention shall assume their duties immediately upon being elected and shall hold their county convention prior to January 1, 1939, for the purpose of electing the county committee of the 1939 Association.

4. Organization.—The plan of organization and operation of the 1939 Association is substantially the same as that of the 1938 Association. The new Articles of Association, as amended July 28, 1938, Form ACP-71, and these instructions shall supersede the Articles of Association of County Agricultural Conservation Associations, Southern Region, Revised November 9, 1937, SR-200, and the related instructions, SRM-127. The new Articles of Association are made effective by regulations of the Secretary of Agriculture and no formal

action by the county associations or their officers is required for their adoption.

The Articles of Association provide for the popular election of delegates to a county convention whose duty it shall be to elect the members and alternate members of the county committee and to meet upon request of the State committee to elect members and alternate members to fill vacancies in the county committee.

No board of directors will be organized for 1939. In general, the duties performed by the board of directors of the 1938 Association will be carried out in 1939 by the county committee.

5. Election and organization forms.—The following is a list of the forms to be used in connection with the election of committeemen and delegates and the organization of the 1939 Association, with a brief statement of the purpose of each:

a. **Form ACP-71**, entitled "Articles of Association of County Agricultural Conservation Association," will be executed, on behalf of the Secretary of Agriculture, by the Secretary to the State Committee for each 1939 Association. It will be prepared in triplicate, the original forwarded to the Director of the Southern Division and the first copy forwarded to the county committee.

b. **Form ACP-80**, entitled "Community Boundaries," will be used by the county committee of the 1938 Association to recommend to the State committee, for approval on behalf of the Secretary of Agriculture, the designation and boundaries of the communities comprising the territory covered by the 1939 Association. It will be prepared in triplicate and forwarded to the State committee.

c. **Form ACP-81**, entitled "Minutes of Community Election Meeting," will be prepared by the chairman and secretary of each community committee elected at the election meeting as a certification of the election of the members and alternate members of the community committee and of the delegate and alternate delegate to the county convention. It will be prepared in quadruplicate and three copies thereof transmitted to the office of the county committee, the original and first copy of which will be forwarded to the State Committee.

d. **Form ACP-82**, entitled "Report of Election Meeting of Delegates to County Convention," will be prepared by the chairman and secretary of the county committee elected at the meeting of the delegates to the county convention as a roster of the delegates in attendance and as a certification of the election of the members and alternate members of the county committee. It will be prepared in triplicate and the original and first copy thereof forwarded to the State committee.

e. **Form ACP-88**, entitled "Service Obligation and Agreement," will be executed by the chairman, vice chairman, secretary, and treasurer of the county committee. It will be prepared in a sufficient number of counterparts so that each person executing the same shall retain one executed copy and the original and one copy forwarded to the State committee.

f. **Form SRM-328**, entitled "Register of Members," will be prepared by the chairman and secretary of each community elec-

tion meeting for the signature of each member of the association in attendance. It will be prepared in the original only and transmitted to the office of the county committee and placed in the permanent records.

g. **Form SR-307**, entitled "Committeeman Information Card," will be prepared by each person elected as a community or county committeeman of the 1939 Association. It will be prepared in duplicate, the copy to be retained by the committeeman and the original forwarded, through the county and State offices, to the Director of the Southern Division.

II. APPROVAL OF COMMUNITY BOUNDARIES

1. **Community and Association boundaries.**—In order to carry out the provisions of section 8 (b) of the Soil Conservation and Domestic Allotment Act and of the Articles of Association requiring that the boundaries of communities be fixed by the Secretary of Agriculture, it will be necessary for the county committee of the 1938 Association to submit to the State committee, for approval on behalf of the Secretary of Agriculture, a list, on Form ACP-80, of the names, letters, or numbers and the boundaries of the communities comprising the territory embraced in the county covered by the 1939 Association. Community boundaries of the 1939 Association must be approved prior to the holding of any 1939 community election meetings. No community shall include more than one county or parts of different counties.

2. **Preparation of Form ACP-80.**—Form ACP-80 should be prepared as follows:

a. The original and two copies of Form ACP-80, with the accompanying county maps, should be forwarded to the State committee well in advance of the date of the community election meetings.

b. Enter in the spaces provided therefor the name of the county and State.

c. In the column entitled "Name, Letter, or Number of Community," enter on a separate line for each community the name, letter, or number used (or in the case of a new community or one whose boundaries are being revised, intended to be used) to identify the community under the Agricultural Conservation Program.

d. In the column headed "Number of Farms in Community," enter the number of farms in the community, which number, in most cases, will be the same as the number of work sheets filed in 1938.

e. In the column headed "Number of Work Sheets Filed During Current Year," enter the total number of work sheets filed by farmers in the community under the 1938 Agricultural Conservation Program.

f. In the column headed "Estimated Number of Applications for Payment During Current Year," enter the number of applications for payment under the 1938 Agricultural Conservation Program which the county committee estimates will be submitted by farmers in the community. These are to be reckoned by the

number of application blank forms filled out and executed and not by the number of applicants signing the same.

g. A map of the county, clearly indicating the identifying name, letter, or number, and the boundaries of each community should accompany each copy of the form or be drawn on the reverse side thereof.

h. The chairman and secretary of the present county committee shall sign the form in the spaces provided for their signatures.

3. Approval of 1939 Association.—Form ACP-80 will be examined by the State committee and, if found to be in order, the first copy thereof will be returned to the county committee with an executed copy of the Articles of Association, Form ACP-71, indicating approval of the Articles of Association of the 1939 Association and the communities comprising the same.

4. Notice of community boundaries.—Not less than 10 days prior to the date of the community election meetings the secretary to the county committee shall give public notice of the designation and boundaries of each community comprising the association (Articles of Association, sec. 62 (c) 3). This may be done by posting a copy of the approved Form ACP-80 at the county office in a conspicuous place accessible to the general public and by posting a copy thereof in each of the approved communities. In addition, if deemed desirable, such secretary may hand the information to the local newspapers and obtain publicity thereof over the radio, provided no advertising expense is incurred.

III. COMMUNITY MEETINGS FOR ELECTION OF COMMUNITY COMMITTEEMEN AND DELEGATES TO THE COUNTY CONVENTION

1. Time and notice.—A community election meeting shall be held at a readily accessible meeting place (so far as possible, at a central point) in each designated community on the date set by the State committee. Insofar as practicable, all of the community election meetings within each county should be held on the same date. If, because of inclement weather or any other sufficient reason, the attendance at the meeting in any community is not fairly representative, as to numbers, of the members of the association residing therein, the meeting may be postponed by the chairman to a later date, to be set by the secretary to the county committee.

At least 5 days prior to the date of the community election meetings, the secretary to the county committee shall post in a conspicuous place accessible to the general public in or near the office of the county committee, and in at least one such place in the community, a notice of the date, hour, place, and purpose of each meeting. In addition to the posted notices of the meetings, as much notice thereof as possible, consistent with keeping up with the current work of the county office, should be given to the individual members of the association through letters, newspaper items, and radio announcements, without incurring advertising expense.

2. Chairman and secretary.—The chairman of the community committee of the 1938 Association shall act as chairman of the community election meeting, or, in the event of his absence or inability to serve, the vice chairman shall act as such chairman, and shall desig-

nate a person to act as secretary of the meeting and may designate one additional person to assist the secretary in issuing, collecting, and counting ballots.

It is suggested that the persons who are to act as the chairmen of the respective community election meetings meet in the office of the county committee prior to the holding of any community election meetings, for the purpose of studying the Articles of Association and these instructions, in order that they may be certain that they understand the procedure to be followed in conducting the meetings. Such meeting would afford an opportunity to distribute the community election forms and to obtain instruction in the proper method of executing such forms.

3. Registration of members.—The Articles of Association, Form ACP-71, should be read to those persons in attendance at the community election meeting, at the start of the meeting, with particular emphasis placed upon the sections thereof relating to the purpose of the association, qualifications for membership, eligibility of committeemen, delegates, and officers, restrictions on political activity, duties of committeemen, delegates, and officers, and voting (secs. 21, 31, 32, 41-45, 51-57, 61, 63-64, and 95). The changes in the organization of the 1939 Association should also be explained to the members.

After a clear explanation has been given to those present as to the qualifications for membership and the rules of eligibility of committeemen and delegates, the chairman shall direct the secretary of the meeting to register each qualified member by securing his signature, tenure status, and mail address on the "Register of Members," Form SRM-328.

4. Election of committeemen.—The members of the association present shall first elect the member of the community committee of the 1939 Association who is to be the chairman of such committee. Any eligible member of the association, including any eligible member of the community committee of the 1938 Association in office at the time of the meeting, is eligible for nomination and election to any position on the community committee of the 1939 Association. Persons nominated as chairman shall be voted upon by written secret ballot. If one of the nominees for chairman receives a majority of all votes cast on the first ballot, he shall be declared elected. In the event no nominee receives more than one-half of the total number of votes cast on the first ballot, a second ballot shall be taken on the two members who received the highest number of votes and the nominee then receiving the majority of votes cast shall be declared elected.

The procedure prescribed above for the nomination and election of the chairman of the community committee shall be followed in the nomination and election of the member who is to be the vice chairman, the third regular member, the first alternate member, and the second alternate member of the community committee.

The first alternate member of the community committee shall serve at any time when any regular member is absent or unable to serve; and the second alternate shall serve in the absence or inability to serve of any regular member when, at the same time, the first alternate member is absent or unable to serve or is serving for an absent regular member.

Any member or alternate member of the community committee subsequently elected as a member or alternate member of the county committee shall automatically cease to be a member or alternate member of the community committee, and the resulting vacancy shall be filled pursuant to section 45 of the Articles of Association. The election of a member or alternate member of the community committee to serve as a delegate or alternate delegate to the county convention for the election of the county committee will not create a vacancy in the community committee.

5. Committeeman information card.—Immediately following their election, each member and alternate member of the community committee should be requested to prepare and file a "Committeeman Information Card", Form SR-307. These should be prepared and filed at the meeting or as soon as possible thereafter. Any data relating to acreages which are not available to the committeemen at the meeting may be filled in by the county committee after the form is transmitted to the county office.

6. Election of delegates.—Following the election of members and alternate members of the community committee, members of the Association present at the community election meeting shall proceed to elect one delegate and one alternate delegate to the county convention. Any eligible member of the association, including any member or alternate member of the newly elected community committee, may be elected as a delegate or alternate delegate to the county convention.

The procedure prescribed for the nomination and election of the respective members of the community committee shall be followed in the nomination and election of the delegate and alternate delegate to the county convention. The alternate delegate shall serve whenever the delegate is absent or unable to serve.

7. Selection of secretary.—A secretary to the community committee of the 1939 Association may be selected by the members thereof pursuant to section 54 of the Articles of Association. It is recommended that the person later selected as secretary to the county committee be selected as secretary to the community committee and, if agreeable to a majority of the community committeemen, the chairman and secretary of the community election meeting may indicate the selection of such person by entering on the appropriate line of Form ACP-81, the words "Secretary to the County Committee." The secretary to the community committee, however he may be selected, shall receive no pay for the services rendered in such capacity.

8. Transmittal of forms.—At the conclusion of the community election meeting, after the election of the committeemen, delegates, and alternates and the selection of a secretary to the community committee, the following forms shall be prepared and transmitted to the office of the county committee:

- a. Form SRM-328—original only.
- b. Form ACP-81—original and two copies. The secretary and chairman of the community committee will sign each copy of Form ACP-81 in the spaces provided. In case the secretary to the community committee has been selected as the person who will be selected as the secretary to the county committee, he may sign such forms later after he shall have been selected as the secretary to the county committee.
- c. Form SR-307—original only.

IV. MEETING OF DELEGATES TO COUNTY CONVENTION AND ELECTION OF COUNTY COMMITTEE

1. Time and notice.—As soon as practicable after the date of the community election meetings, the members elected as delegates to the county convention shall meet for the purpose of electing members and alternate members of the county committee of the 1939 Association. The date, place, and hour of the meeting of the delegates will be designated by the secretary to the county committee of the 1938 Association and due notice thereof, in writing, shall be given to each of the delegates from the respective communities. In the event any delegate is unable to attend the meeting, he should notify the alternate delegate from his community to attend and serve in his stead. Such meeting shall be held prior to January 1, 1939, and shall be held at the county office or a fairly central place.

2. Chairman and secretary.—The chairman (or, in his absence, the vice chairman) and the secretary of the county committee of the 1938 Association shall act as chairman and secretary, respectively, of the meeting of the delegates to the county convention. If the secretary of the county committee should be absent or there is a vacancy in such office, the chairman of the county committee shall designate an employee of the county office or one of the delegates to act as secretary of such meeting.

3. Roster of delegates.—As soon as the meeting of the delegates has been called to order by the chairman, the secretary shall call the roll of delegates from the names reported in the minutes of the several community election meetings, and shall prepare a list, in triplicate, of the names of those in attendance on the "Report of Election Meeting of Delegates to County Convention," Form ACP-82. The word "alternate" should be entered opposite the name of each alternate delegate attending the meeting and serving instead of the delegate from his community. The names of the delegates not present at the meeting should be listed on the lines provided therefor.

4. Election of county committeemen.—Members and alternate members of the county committee shall be elected from among those members of the association who are beyond any question eligible under section 51 of the Articles of Association to serve as committeemen. Experience indicates that it is a good rule to follow that at least one member of the county committee of the 1938 Association should, if eligible, be elected as a member of the county committee of the 1939 Association, and it is recommended that the entire membership of the county committee be composed of members of the association who have rendered satisfactory service as county or community committeemen in 1938, or who have been elected as community committeemen or alternates for 1939.

The delegates to the county convention shall first elect the regular member of the county committee who is to be its chairman. Members of the association nominated as chairman shall be voted upon by written secret ballot. If one of the nominees for chairman receives a majority of all votes cast on the first ballot, he shall be declared elected. In the event no nominee receives more than one-half of the total number of votes cast on the first ballot, a second ballot shall be taken on the two members who received the highest

number of votes and the nominee then receiving a majority of the votes cast shall be declared elected.

The procedure prescribed for the nomination and election of the chairman of the county committee shall be followed in the nomination and election of the second regular member who is to be the vice chairman, the third regular member, the first alternate member, and the second alternate member of the county committee.

The first alternate member of the county committee shall serve whenever any regular member is absent or unable to serve; and the second alternate member shall serve in the absence or inability to serve of any regular member when, at the same time, the first alternate member is absent or unable to serve or is serving for an absent regular member.

In case a vacancy occurs in 1939 in the membership of the county committee when no alternate is available to fill such vacancy, the State committee will direct the secretary to the county committee to call a meeting of the delegates to the county convention for the purpose of filling the vacancy existing in the regular membership and the vacancies in the panel of alternates. The delegates to the county convention shall meet only upon call by or upon authority of the State Committee and shall perform only such duties as are specifically set forth in the Articles of Association and these instructions.

5. Committeeman information card.—Immediately following their election, each member and alternate member of the county committee present at the meeting shall be requested to prepare and file a Committeeman Information Card, Form SR-307. Any member or alternate member of the county committee who previously prepared a Committeeman Information Card by virtue of his election as a community committeeman need not prepare an additional card but should change the title on the first card from "community" committeeman to "county" committeeman.

6. Completion of Form ACP-82.—Immediately following the election and qualification of the county committee, the secretary to the present county committee shall record in the spaces provided on the back of Form ACP-82 the names and addresses of the members and alternate members thereof. He shall complete its preparation by entering the names and addresses of the secretary and treasurer of the 1938 Association, and the name and mail address of the association in the spaces provided (see part V). The chairman of the present county committee and its secretary should sign the original and the two copies of Form ACP-82, in the space provided for their signatures.

V. SELECTION OF SECRETARY AND TREASURER

Action of the county committee of the 1939 Association with reference to the selection of a secretary and treasurer, as provided for in section 52 and section 53, respectively, of the Articles of Association, shall be deferred until after the date of the beginning of the tenure of office of such committeemen. A meeting of the county committee for the purpose of selecting a secretary and treasurer will be arranged in accordance with instructions issued by the State committee. Any contemplated changes in the employment of the secretary or treasurer

should be discussed with the State committee before any selections are submitted for approval.

The secretary and the treasurer of the 1938 Association shall continue in office until their successors have been selected and approved.

VI. PREPARATION OF SERVICE OBLIGATION AND AGREEMENT

1. Purpose.—Pursuant to the instructions governing the operation of the indemnity trust fund for county associations, each person elected to an office of the association requiring the handling of funds, records, or property of the association, or the certification of administrative expense claims shall, before or at the time of entering upon the duties of his office, execute Form ACP-88, "Service Obligation and Agreement," as evidence of his acceptance of the responsibilities of the office to which he was elected.

2. Preparation of Form ACP-88.—Form ACP-88 should be prepared for the respective signatures of the chairman, vice chairman, secretary, and treasurer of the county committee. The original and one copy of the service obligation and agreement form will be forwarded to the State committee and, when approved by a representative thereof, the copy will be returned to the county office. One executed copy of such service obligation and agreement should be furnished to each signatory thereof, to be retained by him.

VII. TRANSMITTAL OF ORGANIZATION FORMS

1. From county to State office.—The secretary to the county committee shall forward the following organization forms and reports to the State committee:

- a. Form ACP-80—original and two copies.
- b. Form ACP-81—original and first copy.
- c. Form ACP-82—original and first copy.
- d. Form ACP-88—original and first copy.
- e. Form SR-307—original only.

2. From State to regional office.—The State committee will transmit the following organization forms to the Director of the Southern Division:

- a. Form ACP-71—original.
- b. Form ACP-80—original.
- c. Form ACP-81—original.
- d. Form ACP-82—original.
- e. Form SR-307—original.

3. From State to county office.—The State committee will transmit the following forms to the county committee:

- a. Form ACP-71—First copy.
- b. Form ACP-80—First copy.
- c. Form ACP-88—First copy.

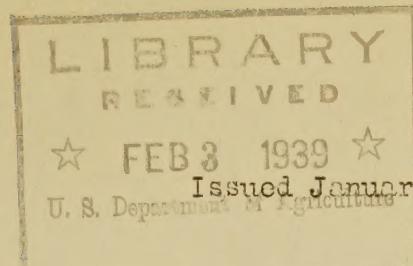
Issued November 12, 1938, with the approval of the Administrator.

I. W. DUGGAN,
Director, Southern Division.



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SRM-327
Amendment No. 1



UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL ADJUSTMENT ADMINISTRATION
SOUTHERN DIVISION

INSTRUCTIONS RELATING TO THE ELECTION OF COMMITTEEMEN,
DELEGATES, AND OFFICERS, AND THE ORGANIZATION OF 1939
COUNTY AGRICULTURAL CONSERVATION ASSOCIATIONS

Amendment No. 1

That part of section 4, Part III, of the "Instructions Relating to the Election of Committeemen, Delegates, and Officers, and the Organization of 1939 County Agricultural Conservation Associations", SRM-327, which states that -

"Any member or alternate member of the community committee subsequently elected as a member or alternate member of the county committee shall automatically cease to be a member or alternate member of the community committee, and the resulting vacancy shall be filled pursuant to section 45 of the Articles of Association."

is hereby amended to read as follows:

"Any member or alternate member of the community committee subsequently elected as the chairman, vice chairman, or third regular member of the county committee shall automatically cease to be a member or alternate member of the community committee, and the resulting vacancy shall be filled pursuant to section 45 of the Articles of Association. Any member or alternate member of the community committee, subsequently elected as the first or second alternate member of the county committee may, upon approval of the State Committee, continue to serve as member or alternate member of the community committee until such member or alternate member of the community committee becomes the chairman, vice chairman or third regular member of the county committee as the result of a vacancy or vacancies occurring in 1939 in the regular membership thereof."

Issued January 27, 1939, with the approval of the Administrator.

I. W. Duggan
I. W. Duggan,
Director, Southern Division.

